



# Parade Permit Application

Date \_\_\_\_\_

Applicant Name \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Organization \_\_\_\_\_ Auth. Rep. \_\_\_\_\_

Please check one:

☐ Individual ☐ D/B/A ☐ Organization ☐ Partnership ☐ Corporation ☐ Profit ☐ Nonprofit

Address \_\_\_\_\_ Phone \_\_\_\_\_

Parade Title \_\_\_\_\_

Parade location: \_\_\_\_\_

Parade Coordinator \_\_\_\_\_ Phone \_\_\_\_\_

On-Site Contact On Event Day \_\_\_\_\_ Phone \_\_\_\_\_

Parade Date \_\_\_\_\_ Parade Start Time \_\_\_\_\_ Parade End Time \_\_\_\_\_  
(Not earlier than 7 a.m.) (Completed not later than 10 p.m.)

Set-Up Time \_\_\_\_\_ Teardown Time \_\_\_\_\_

Number Expected of:

Participants \_\_\_\_\_ Attendees \_\_\_\_\_ Animals \_\_\_\_\_

Animal Types Expected:

\_\_\_\_\_  
\_\_\_\_\_

Number of motorized vehicle or floats: \_\_\_\_\_

Max. Dimensions: Height \_\_\_\_\_ feet / Weight \_\_\_\_\_ lbs. Space to be Maintained Between Units of the Parade: \_\_\_\_\_ Feet

## Tents or Other Temporary Structures

If you plan to erect tents, canopies, seating, awnings, booths, first aid stations, portable restrooms or other temporary structures, they must meet the City's Fire and Building Codes. Please describe:

Quantity	Sizes	Types	Fire Retardant Letter	
_____	_____	_____	____ Yes	____ No
_____	_____	_____	____ Yes	____ No
_____	_____	_____	____ Yes	____ No
_____	_____	_____	____ Yes	____ No

**Do You Plan to Serve or Sell Food or Beverages?**

\_\_\_\_\_ Yes                      \_\_\_\_\_ No

If YES, attach copies of any licenses/permits issued by the appropriate agencies for such vendors. Such vending shall comply with all state and local laws.

**Do You Plan to Use Loudspeakers or Amplified South?**

\_\_\_\_\_ Yes                      \_\_\_\_\_ No

If YES, please indicate on Page 3's sketch or map the location and orientation of those systems or whether they will be mounted on the floats. Speakers should not be positioned so as to adversely affect any adjacent residential district between the hours of 7:00 a.m. and 10:00 p.m.

**Do You Plan to Use or Allow Signs at the Parade?**

\_\_\_\_\_ Yes                      \_\_\_\_\_ No

If YES, please provide details of any planned signage:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Do You Plan to Dispose of Wastewater?**

\_\_\_\_\_ Yes                      \_\_\_\_\_ No

If YES, Applicant shall submit a plan for disposal of any wastewater in connection with the Parade and such plan must be approved by the Utilities Department.

**Other Permits & Fees:** Check all components that are part of your event. Additional fees, permits or reservations may be required.

___ Animals	___ Banners/Signs	___ Liquid propane	___ Electricity
___ Barricades/Traffic Cones	___ Fireworks	___ Alcohol	___ Other _____
___ Portable Restrooms	___ Special Parking	___ Temporary Water Meter	___ Other _____
___ Fencing	___ Merchandise Sales	___ Park Property	___ Other _____

**Map or Sketch of Parade Route, Equipment, and Parking Plan**

Place a check next to each item included in your event, and on the next page, please map or sketch out their locations:

___ <b>Parade Route</b> – identifying all streets to be used or blocked and indicating whether all or only a portion of the street is to be used.			
___ <b>Assembly area</b>		___ <b>Disbanding area</b>	
___ <b>Plan of evacuation and proposed fire lanes</b>		___ <b>Placement of Amplified Sounds/Loudspeakers</b>	
___ <b>Barricades</b>	Quantity _____ Size _____	___ <b>First Aid Stations</b>	Quantity _____ Staffing _____
___ <b>Tent(s)</b>	Size(s) _____	___ <b>Dumpster(s)</b>	Number/Size/Capacity _____
___ <b>Portable Restrooms</b>	# Regular _____	# Handicapped _____	# Others _____
___ <b>Alcoholic Beverages</b>	Give-Away (Y/N) _____	Selling (Y/N) _____	Type _____ (examples: beer, wine)

**\_\_\_ Parking arrangements (include the following):**

Will parking spaces be utilized by this event? Yes \_\_\_\_\_ No \_\_\_\_\_

**NOTE: The number of parking spaces provided must accommodate projected attendees plus 10% surplus.  
Also, provide information concerning layout of parking, including aisle widths, and size of parking spaces.**

Parking attendants? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, how many? \_\_\_\_\_

Will there be any off-site parking? Yes \_\_\_\_\_ No \_\_\_\_\_

**If YES, and parking is on private property, applicant must submit permission from property owner. See Page 4**

Will there be any proposed parking along a street or highway or any part thereof? Yes \_\_\_\_\_ No \_\_\_\_\_

How will participants and attendees be transferred to the Parade assembly area or Parade route and returned to the parking area? \_\_\_\_\_

## Map or Sketch

### Suggested Map Symbols:



**Parade  
Route**



**Assembly  
Area**



**Disbanding  
Area**



**Evacuation/  
Fire Lanes**



**Loudspeaker  
Placement**



**Barricade**



**First Aid  
Station**



**Tent**



**Dumpster**



**Portable  
Restroom**



**Alcohol  
Bev. Distribution**

**Don't forget to indicate where  
parking will be located**

**Directions for completing this map/sketch are on the previous page.**